

Message Text

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PAGE 01 STATE 310038
ORIGIN AF-10

INFO OCT-01 ISO-00 ONY-00 /011 R

DRAFTED BY AF/EX:NEMORGAN:PCM

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UNCLAS STATE 310038

FROM AF/EX - SALAZAR

E.O. 11652: N/A

TAGS: AFSP, AGEN

SUBJECT: 1978 ADMINISTRATIVE OFFICERS' CONFERENCE

1. DURING THE ADMIN CONFERENCES AT YOUR POSTS, I WOULD LIKE TO HOST A RECEPTION FOR ALL CONFERENCE PARTICIPANTS AND SOME EMBASSY STAFF. PREFERABLY THIS WOULD TAKE PLACE AT THE CONFERENCE HOTEL THE FIRST EVENING AFTER THE CLOSE OF FORMAL SESSIONS.

2. MY QUESTIONS TO YOU ARE THE FOLLOWING: -- IS SUCH A RECEPTION POSSIBLE WITHOUT CONSIDERABLE EXTRA EFFORT ON YOUR PART? -- COULD HOTEL PROVIDE REASONABLE BAR/BUFFET NEAR CONFERENCE FACILITY? -- WOULD PREFER TO MAKE THE RECEPTION AN ICE-BREAKER, AND HOLD IT FROM 1900 TO 2100 ON THE MONDAY (1ST DAY) OF EACH CONFERENCE? DOES THIS CONFLICT WITH ANY OTHER EVENTS?

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3. WOULD APPRECIATE YOUR PROMPT ATTENTION TO THIS QUESTION AND SPEEDY REPLY. IF RECEPTIONS ARE POSSIBLE, WOULD LIKE TO INCLUDE THEM ON AGENDAS, WHICH WILL BE SENT OUT VIA CIRCULAR TELEGRAM EARLY NEXT WEEK. CHRISTOPHER

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Message Attributes

Automatic Decaptioning: Z
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Sent Date: 30-Dec-1977 12:00:00 am
Decaption Date: 22 May 2009
Decaption Note: 25 YEAR REVIEW
Disposition Action: n/a
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01-Jan-1960 12:00:00 am
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1977STATE310038
Document Source: CORE
Document Unique ID: 00
Drafter: NEMORGAN:PCM
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Expiration:
Film Number: D780003-0009
Format: TEL
From: STATE
Handling Restrictions:
Image Path:
ISecure: 1
Legacy Key: link1977/newtext/t1977123/aaaaacfi.tel
Line Count: 60
Litigation Code IDs:
Litigation Codes:
Litigation History:
Locator: TEXT ON-LINE, ON MICROFILM
Message ID: 873149fe-c188-dd11-92da-001cc4696bcc
Office: ORIGIN AF
Original Classification: UNCLASSIFIED
Original Handling Restrictions: ONLY
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 2
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: ONLY
Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 01-Feb-2005 12:00:00 am
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 154584
Secure: OPEN
Status: NATIVE
Subject: 1978 ADMINISTRATIVE OFFICERS' CONFERENCE
TAGS: AFSP, OGEN
To: NAIROBI YAOUNDE
Type: TE
vdkgvwkey: odb://SAS/SAS.dbo.SAS_Docs/873149fe-c188-dd11-92da-001cc4696bcc
Review Markings:
Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
22 May 2009
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009